



EMBASSY OF THE UNITED STATES OF AMERICA
Position Vacancy Announcement
ANNOUNCEMENT NO: VA-12-11

OPEN TO All interested and qualified candidates
Current mission employees serving a probationary period are not eligible to apply.

POSITION Translator

OPENING DATE Monday: April 9, 2012

CLOSING DATE Monday: April 23, 2012

WORK HOURS Part-time

GRADE/SALARY FSN-5 /9,349.00 USD

ALL APPLICANTS MUST HAVE VALID PERMISSION TO WORK IN SUDAN

The U.S. Embassy in Khartoum, Sudan is seeking qualified individual for the position of Translator at the Consular Section.

BASIC FUNCTION OF POSITION

Serves as translator/interpreter for the Consular Section on intermittent basis. Written and oral translation /interpretation duties include assisting visa applicants during interviews. Interpretation is from Tigrinya (Eritrean) to English and vice versa.

QUALIFICATIONS (REQUIRED)

Applicants must meet **ALL** of the following criteria to be considered for employment

1. Education:

Completion of secondary school.

2. Work Experience:

Two years general work experience.

3. Language Proficiency (Applicants Will be tested as applicable):

English: Level IV (Fluent)
Tigrinya: Level V (professional translator ability)

4. Skills and Abilities:

Must be able to speak, read and write Tigrinya.

SELECTION CRITERIA

- Applicants must be eligible for employment under local labor law, i.e. must have a valid Sudanese work permit if applicable.
- Management will consider nepotism, conflict of interest, budget, and visa status in determining candidacy.
- Selected candidates must pass a pre-employment medical and security clearance prior to an offer of employment.
- When fully qualified, U.S. Citizens and U.S. Veterans are given preference.

TO APPLY

All applicants must submit the following:

1. DS-174, Application for Employment available at the U.S. Embassy website http://sudan.usembassy.gov/job_opportunities.html, "Job Opportunities".
 - **ONLY Application Form DS-174 will be accepted.**
 - **DO NOT attach any additional documents.**
 - **Applications submitted on any other form, or with attachments, will NOT be considered.**
2. Completed applications must be received on or before 04:30 PM on the closing date.
 - Applications received after the closing date will not be considered.
3. Applications may be submitted as follows:
 - E-mail: KhartoumHRApplications@state.gov. Submission of applications via e-mail must include the "Vacancy Number" and "Position Title" on the subject line).
 - By Hand: Application may be delivered to U.S Embassy, Kilo 10 Suba, Khartoum - Sudan. . Application box outside Consular Entrance.
4. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application.